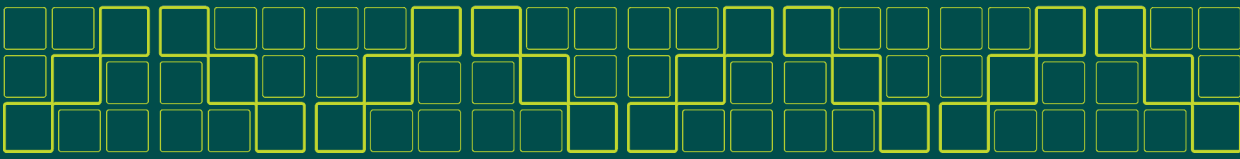
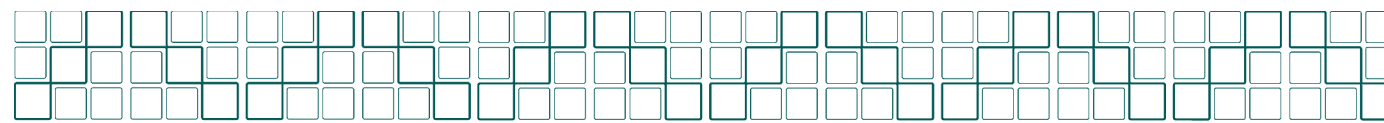


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# Interviewing Skills

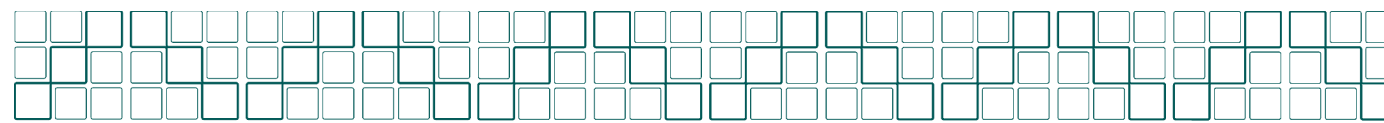
**Amanda Dumsch**  
*Career Counselor, OITE*





# The Interview is a Two-Way Street

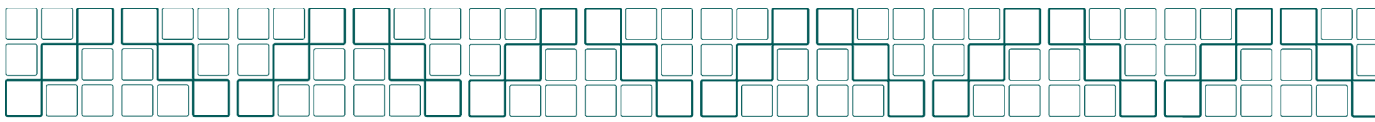
- Interviewers want to learn more about your skills and experience to decide if you are a fit for the position
- You can learn more about the job, colleagues, workplace to decide if the position is a *FIT* for you
- Be positive! Express interest in the job.



# Key to Successful Interviewing is **EFFECTIVE PREPARATION**

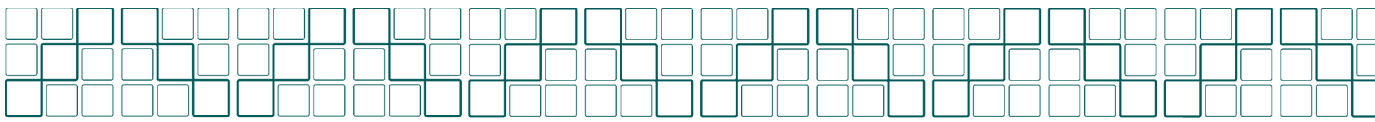
*Prepare by:*

1. Researching the job and company
2. Knowing the types of questions you'll be asked
3. Preparing your answers
4. Practicing your interview responses
5. Knowing YOUR skills, interests, experience and accomplishments



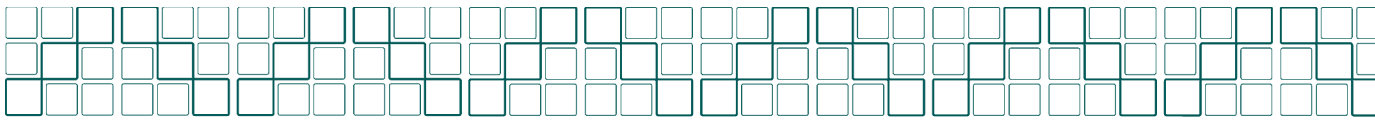
# Researching the Job and Company

- Employer's homepage
- Network – use LinkedIn, professional and alumni networks
- Library resources
- Current employees
- Professionals in the field



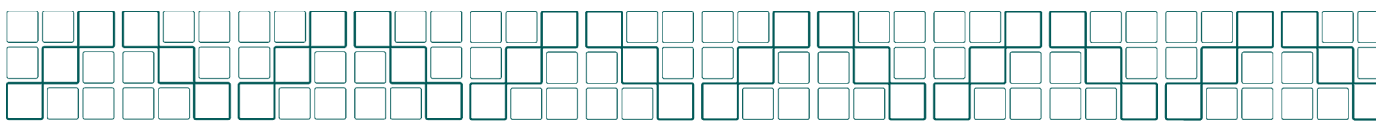
# Marketing your Skills

- In order to prepare for questions about yourself, use the following model:
  - Read through the job description several times, highlighting skills and experiences required
  - Next, go through your resume or CV and highlight relevant experiences
  - Then, come up with an example of how and when you used each skill listed in the position description
  - Finally, use these anecdotes to practice answering some common interview questions



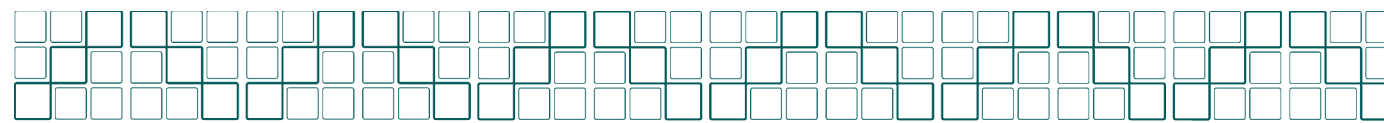
# Opportunity Questions

- Tell me about yourself.
- Why are you interested in our company?
- What interests you most about this position?
- What do you know about our organization?  
(products, services, research, departments)



# Sample Behavioral Questions

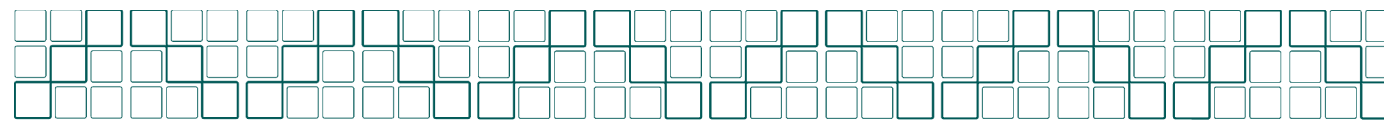
- **Describe a time when** you had difficulty working with a supervisor or co-worker in the past.
- **Give me a specific example** of a time when you sold your supervisor on an idea or concept.
- Describe the system you use for keeping track of multiple projects.
- **Tell me about a time when** you came up with an innovative solution to a challenge your lab was facing.



# Preparing Your Answers

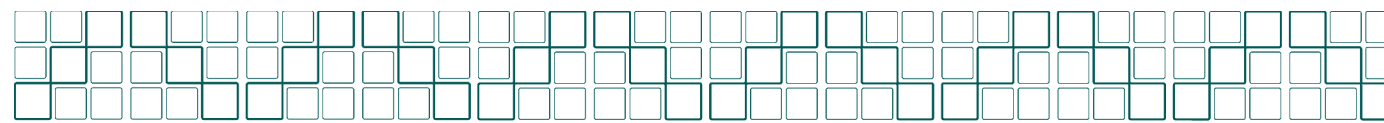
- Develop examples that demonstrate how your skills and experience relate to the major job responsibilities
- Use the *Situation-Task-Action-Result, STAR* technique





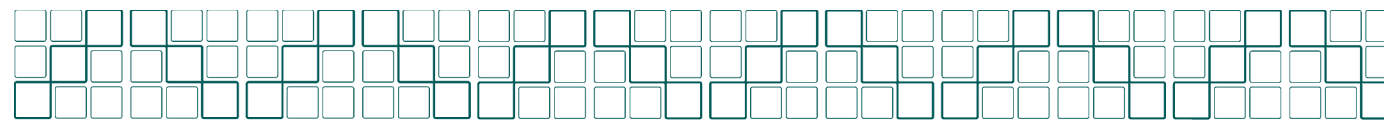
# Situation-Task-Action-Result Technique

1. Describe the **situation** or context.
2. Describe the **task**, challenge or problem to be solved.
3. Describe the **action** you took, what did you do.
4. Describe the outcome or **result**.



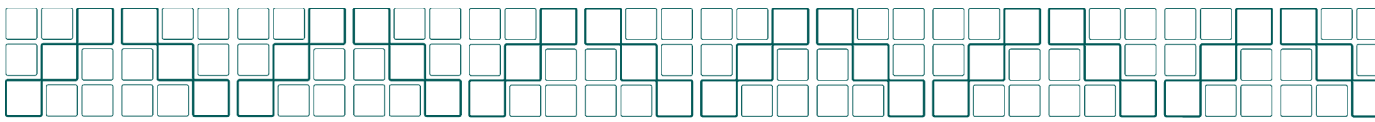
# Some Questions to Ask the Interviewer

- What is a typical day like?
- What is the management style of the person who will be my supervisor?
- I'm interested to know about how the team/project work?
- How will my work be evaluated?
- What will be main priorities/projects during the first six months?
- What are the next steps?



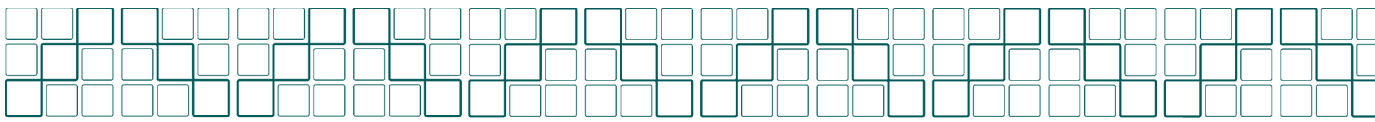
# Practicing for the Interview

- Mock interview with career counselor
- Practice with a mentor or colleague
- Practice your answers aloud by yourself
- Type up potential answers to interview questions



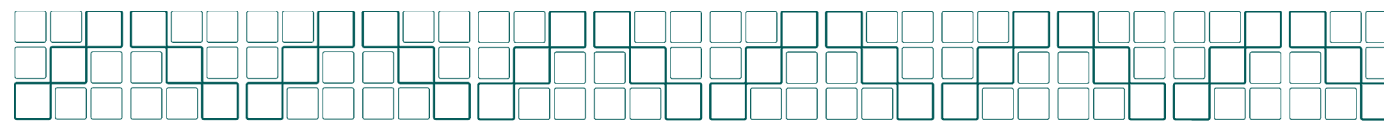
# Make an Appointment

- If you are an NIH fellow and want to talk more about interviewing or practice interviewing with a career counselor, please go to:
  - [https://www.training.nih.gov/career\\_services/appointments](https://www.training.nih.gov/career_services/appointments)
  - Amanda.Dumsch@nih.gov



# More Resources

- <https://www.training.nih.gov/assets/InterviewingHandout.pdf>
- Join the NIH Intramural Science Linked-In group
- Watch previous OITE career workshops archived online
- Read the OITE Careers blog
- Join the OITE NIH Training Alumni database if you are/were a student or fellow here
- Science Careers – Lots of articles on interviewing



# Questions

